

II Error Correction Steps

Accounting transactions that do not pass the CALSTARS nightly batch edit process are placed in the Error File. This chapter describes, step-by-step, how to correct accounting transaction errors. Each step is described in this chapter and cross-referenced to other sources to further assist the error correction process. Charts are included in this chapter that list all of the accounting data element names and codes needed to enter error corrections in the CALSTARS Command C.3 screen.

This step-by-step process should **always follow** the daily system reconciliation process to assure all transactions and batches (both agency entered and system-generated) have been fully accounted for and reconciled. The basic steps for error correction of **transactions in the Error File** are described below.

Error Correction may be performed by one or more persons in an agency. The person(s) performing error correction may or may not be the same as the person(s) who prepared or keyed the batches containing the errors. Agencies should take appropriate steps to insure each error is corrected by only one person. This could be accomplished by one person writing responsible staff names next to each entry on the Error Report before the reports are distributed for corrective action.

1. REVIEW THE EDIT ACTIVITY ERROR REPORT

The CALSTARS Edit Activity Error Report (CFB800-2), shown in Exhibit II-1, displays the accounting transactions with detected errors. This report includes previous Error File records if the Command C.3 screen RELEASE ALL TRANS field was set to **Y** (the default setting). If the RELEASE ALL TRANS field was set to **N** during the prior day, this report will include **only** new error transactions **plus** those Error File records from the prior day that were individually "Released" or were otherwise acted upon. In addition, if the RELEASE ALL TRANS field was set to **N**, the first entry on the Error Correction Activity Report (CFB200-1) (Exhibit II-7) will show "Corrections Only" in the DATA ELEMENT column.

There are many potential causes for an accounting transaction to receive a fatal error during the batch edit process. For each cause, there may be several possible actions for making a correction. Exhibit II-2 is a 'trouble shooting' guide, which

identifies and describes common error situations. Each general type of error may have several suggested corrective *options*, one or more of which may be most appropriate for a specific error condition.

NOTE: If the transaction in question does **not** appear on the Error Correction Screen (Command C.3 - Enter Error Corrections), it is no longer on the Error File and therefore cannot be corrected by using any of these error correction actions. The transaction is posted to the CALSTARS History Transaction Register - Update Transaction Register (CFB710-1) or the Error Correction - Detail of Records Deleted Report (CFB200-3). The correction of errors that have posted to the CALSTARS History Transaction Register - Update Transaction Register is described in Volume 4, Chapter I – Correcting Errors Already Posted To The CALSTARS Master Files Section.

- a) Review each transaction that appears on the Edit Activity Error Report (CFB800-2) to determine what errors occurred and if transaction correction or some other action is needed. Look up the "CODE" in the Codes and Messages section found in the back of this Volume to obtain a description of the error and action required to correct the error. If more information is needed, refer to the Error Correction Trouble Shooting Guide (Exhibit II-2).
- b) Mark the CFB800-2 report with the data change(s) needed and/or any notes for other action(s) or table changes that are necessary (add/change existing table record).
- c) If the person making the error correction is different from the person who made it, the person correcting the error should confirm the corrective action with the person who made the error. (Future errors may also be reduced or avoided by following this step.)
- d) Have the appropriate person(s) make table changes/additions, if needed.

EXHIBIT II-1

```
CFB800-2 9990 (DEST: D1 CTP2) *****  
                                CALSTARS  
10/22/2009 (06.00) *****************
```

DEPARTMENT OF AIR QUALITY
EDIT ACTIVITY ERROR

```
***** ORG NUMBER: 9990
REPORT ORG PAGE: 1
***** RUN PAGE: 1
```

TRANSACTION ID	TC	MRO	FFY	FM	REF	DOC-SFX	VENDOR-SFX			INVOICE			TRANS AMOUNT	ERROR MESSAGES		
	RPI	DOC	DATE	CUR	DOC-SFX	INDX	OD	AO	PCA	PROJ	WP	NET AMOUNT				
	LOC	DEPOSIT		SOURCE	AS	CHECK	AS		FS	FUND	FD	METHOD				
	BSEQ	SUBSIDRY		GLAN	DUE DATE	SCHED			PCA	ACTY	LOCATION	VENDOR NAME				
	MULTI	PUR														
20091006 01 100 00000 0	215	2008		09	A0111500 01							400.00	E68	OBJ	DTL	REQUIRED
				A0111500 00	1500			110	G	0001	05	.00				
	123456789123												JOSTEN'S			
20091006 07 700 00001 0	242	2008		09		BDL0000085	00	INV#001				100.00	E30	INVALID	FISCAL	MONTH
		10-06-2009		SUPPLIES 00	1000	436	10001					.00	B18	INVALID	FISCAL	MONTH
						900	D	0001			2		NYELAND ACRES			
20091006 06 600 00002 0	274	2008		09		AAA0000124	00					200.00	E30	INVALID	FISCAL	MONTH
		10-06-2009		CHECKTES TS			10001					.00	B18	INVALID	FISCAL	MONTH
				991912	027777778	900	D	0439			2		JOHN FRANKLIN JR			
					10-06-2009											

EXHIBIT II-2 (Continued)
ERROR CORRECTION TROUBLE SHOOTING GUIDE

TYPE OF ERROR	POSSIBLE CAUSES	POSSIBLE ACTIONS
<p>1. Table record Key error - The table record ID in the transaction (PCA, Index, AS, Source code, Fund, Agency Object, Vendor Number, etc.) was not found by the look-up edit in the specific table.</p>	<p>Transposed or wrong digits or characters - the PCA or other table code has a 'typo' error or letters and numbers substituted.</p> <p>Funding Fiscal Year error - Wrong FFY used or a table record ID does not exist for the FFY used.</p> <p>Table look-up error - Table record keyed in the transaction is not in the master table file, the table record is 'Inactive', or the keyed table maintenance record failed table edits (i.e., new table 'Add' transaction failed edit).</p>	<p>Replace data in the transaction containing the error.</p> <p>Enter a new table record needed by the transaction to post correctly.</p> <p>Change a table record needed by the transaction to post correctly, or override an 'inactive' table, if appropriate. Verify a table change or override with a supervisor before use.</p>
<p>2. Document no match - Some or all of the accounting classification elements being edited are incorrect or a document file record does not exist when attempting to adjust, liquidate or reclassify a document file record.</p>	<p>Document number is incorrect - The transaction document number contains letters, digits or special characters that do not correspond to the document file record.</p> <p>Document Number Suffix code is incorrect or omitted from the transaction.</p> <p>Matching document not in the Document File - The document to match has a zero balance and was automatically deleted after 90 days (normal), not yet posted or is also on the error file.</p> <p>Document Funding Fiscal Year error - Wrong FFY used or document record ID does not exist for the transaction FFY.</p> <p>Document file look-up error - Table details or hierarchy is changed so that table look-up information no longer matches the document file (table posting indicators and/or hierarchy cannot be matched by the agency).</p> <p>Reversing Document not found - Incorrect document number used or wrong field used for the document number(s) entered (Reference Document Number vs. Current Document Number).</p>	<p>Replace data in the transaction containing the error.</p> <p>Enter an additional transaction(s) needed by the erred transaction to post correctly.</p> <p>Change the transaction code, as appropriate. The new transaction code may have different coding requirements than the original transaction code. If so, it may be necessary to add, change or delete other data elements so that the new coding conforms with the requirements of the new transaction code.</p> <p>Review document file report(s) or view the document shadow file to determine the correct document number and/or data elements.</p>

EXHIBIT II-2 (Continued)
ERROR CORRECTION TROUBLE SHOOTING GUIDE

TYPE OF ERROR	POSSIBLE CAUSES	POSSIBLE ACTIONS
<p>3. Table look-up error - An inappropriate but valid accounting data element may have been entered that caused the look-up edit to detect an error.</p>	<p>Wrong PCA entered causing an 'Inconsistent Fund' error.</p> <p>PCA Disbursing fund 'Override' misapplied - PCAs automatically look-up the <i>Disbursing</i> Appropriation Symbol, Fund, Fund Detail*, Fund Source, Project/WP* and Method (*= if used in the PCA table). If only some of those data items are entered on the transaction or all the data items are keyed into the transaction but they are not in the <i>Distribution</i> portion of the PCA table, the transaction is assigned an Inconsistent Fund error.</p> <p>Table details or hierarchy is changed so that table look-up information no longer matches the document file (table posting indicators and/or hierarchy cannot be matched by the agency).</p>	<p>Replace data in the transaction containing the error.</p> <p>Remove data from the transaction containing the error.</p> <p>Add data to the transaction containing the error.</p> <p>Enter a new table record needed by the transaction to post correctly.</p> <p>Change a table record needed by the transaction to post correctly, or override an 'inactive' table, if appropriate. Verify a table change or override with a supervisor before use.</p> <p>Call the CALSTARS analyst or the Hotline for the information needed.</p>
<p>4. Accounting Period Posting error - The fiscal month is not available.</p>	<p>The Fiscal Month (FM) used for the transaction is not available to post (older than the prior month-PM, or is in the future beyond the current month-CM).</p>	<p>Replace data in the transaction containing the error.</p> <p>Remove the transaction(s) containing the error.</p> <p>Delete the batch on the Error File and enter a new batch.</p>

EXHIBIT II-2 (Continued)
ERROR CORRECTION TROUBLE SHOOTING GUIDE

TYPE OF ERROR	POSSIBLE CAUSES	POSSIBLE ACTIONS
<p>5. Fund balance error- CM0, CM1, CM2 or PY13 fiscal account balance is insufficient to post the amount of the transaction.</p>	<p>Errors involving CM0, CM1, CM2 or PY13 occur when a transaction attempts to exceed a budget, appropriation or allotment amount controlled by the OC table edits or the AS or PC Tables. Examples: Receipts remitted but posted in a fiscal month (FM) later than the receipt FM posting; receipt entered when no receipts estimate (budget) is established; expenditure entered when no appropriation is established; reversing a receipt, remittance or disbursement in a FM different than the original posting.</p>	<p>Enter an additional transaction(s) needed by the erred transaction to post correctly.</p> <p>Re-evaluate the OC Table Error Severity coding and/or the AS and PC Table Posting Indicators and modify if appropriate.</p> <p>Enter a 'fund override' error maintenance transaction by keying '44' as the Data Element and 'W' as the Correction value. WARNING: This action overrides controls implemented by the agency to prevent over-expending appropriation balances. Before taking this action, obtain approval from your supervisor.</p>
<p>6. Duplicate batches - The Transaction Identification Number (Transaction ID) is assigned to every CALSTARS accounting event entered. The Transaction ID is a 19 character code identifying: Batch Date (8), Batch Type (2 alpha or numeric), Batch Number (3), Sequence Number (5), and Duplicate Record Indicator (1). The Sequence Number is assigned during data entry. The Duplicate Record Indicator value is assigned during batch processing. Each Transaction ID must be complete as well as different from every other Transaction ID within CALSTARS.</p>	<p>Identical Transaction IDs are not allowed. The Duplicate Record Indicator is initially zero (0). When CALSTARS encounters a duplicate Transaction ID as a result of entering a batch with the same Batch Date, Batch Type and Batch Number (called Batch ID), CALSTARS assigns a '1' as the Duplicate Record Indicator to each duplicating transaction.</p> <p>Multiple Identical Batches - Subsequent duplicate batches are numbered '2' through '9'.</p>	<p>Allow duplicate batch(es) to post with a Duplicate Batch ID—transactions are not duplicated. No action is required if the accounting transactions were <i>valid</i> and <i>not</i> duplicated. The Duplicate Record Indicator is set to '1' for each transaction in the second batch. Make any necessary corrections to the Batch Header on the Error File to allow the transactions to post.</p> <p>Reverse batches of duplicate transactions with identical Batch IDs—same accounting transactions accidentally entered twice. This will cause duplicate file postings. The Duplicate Record Indicator will have a value of "1" for each accounting transaction in the second batch. This error is usually discovered when reconciling to the SCO or printing Claim Schedules or Checks. A reversing batch must be prepared for the successfully posted transactions. If any transactions are on the Error File, delete them.</p>

2. REVIEW THE EXTERNAL FINANCIAL TRANSACTION PREPROCESSOR REPORT

Review the External Financial Transaction Preprocessor Report (CSB090-1) to determine what actions occurred and if any are required to resolve a problem. This report is only produced for files/batches of transactions submitted from an **external source** (not keyed online) into CALSTARS. ***Skip Step 2 if it does not apply.***

- a) Review the CSB090-1 report to determine if any action is required.
- b) If errors occur, review the problem with the source that submitted the data (Data Processing Unit, Systems Unit, etc.).
- c) Determine if the correct transaction record layout was used.
- d) Determine if the correct data submission protocol was used.
- e) Review any problems with the CALSTARS Production Control Unit at (916) 323-7541.

3. POST CORRECTIONS TO THE EDIT ACTIVITY TURNAROUND REPORT

The CALSTARS Edit Activity Turnaround Report (CFB800-3), shown in Exhibit II-3, displays **one line** for **each** fatal error message that is on the CFB800-2 Report. The CFB800-3 is a worksheet in the same format as the Command C.3, Error Correction Entry screen. After analyzing the errors on the CFB800-2 and marking that report with the corrections to be made, those data changes and actions are copied to this report in preparation for input on Command C.3.

When the RELEASE ALL TRANS field in Command C.3 is set to **N** in the *previous* IEUP cycle, the CFB800-3 Report will contain only those transactions on the error file with *error correction activity* and *new transactions* with errors from that day's input.

This step is optional. Some agencies key error corrections (Step 4) directly from notes on the CFB800-2. However, this section contains instructions for additional detail that needs to be included in the notes on the CFB800-2.

- a) Post the error correction actions from the CFB800-2 to the proper line of the CFB800-3. Identify any error corrections requiring *additional* data coding lines that are not printed on the report. Verify the Data Element Name/Number shown on the report is appropriate. Chapter III contains a complete listing of all Data Element Names/Numbers and additional information concerning the use of each Name.
- b) If some or all of the transactions in a batch require the same correction, it may be more time-effective to enter a correction to affect a group of transactions. Identify any groups of transactions in a batch that are to be corrected using the group correction **GRnn** codes (See Chapter III for Group Correction Codes.) To post the data (**GRnn**) code, the Sequence of the first transaction must be changed to **00000**. Identify subsequent transactions which will be included in the group correction.

When a group correction is made, all transactions on the Error File with the same Batch ID will receive the correction. If some transactions in the batch are **not** to receive the group correction treatment, they **must** be corrected separately:

- 1) Perform the individual transaction corrections on the first day and the 'group' corrections on the next, **or**
- 2) Perform individual corrections to all transactions in the batch.

EXHIBIT II-3

CFB800-3 *****
 09/07/2007 (18.37) *****
 CALSTARS
 DEPARTMENT OF AIR QUALITY
 EDIT ACTIVITY TURNAROUND
 REPORT

 ORG NUMBER: 9990
 ORG PAGE: 1
 RUN PAGE: 439

STATUS	TRANSACTION ID	DATA ELEMENT	CORRECTION	DATA ELEMENT NAME
()	20070830 01 001 00001 0	15	1---1---1---1---1	FFY
()	20070905 01 001 00140 0	19	1---1---1---1	APPN SYMBOL
()	20070905 01 001 00155 0	19	1---1---1---1	APPN SYMBOL
()	20070905 02 001 00248 0		1---1---1---1---1---1---1---1---1---1---1---1---1	(NO NAME)
()	20070906 04 529 00002 0		1---1---1---1---1---1---1---1---1---1---1---1---1	(NO NAME)

I - Insert a coding line to add additional corrections to a transaction.
R - Release transaction.
X - Move the transaction to the recall screen.

When possible, the Data Element Number is shown. Although a code may be present, it may not always be the cause of the error (e.g., missing table code.) If a number is not present, enter either the Data Element Number or Name. **If the transaction is to be deleted from the Error File, write 'DELETE' (or 'DEL') here.**

The correction value is written here. Data must be left-justified in the column. The correct data must be inserted exactly as it would be coded on an original input transaction. **To remove data from any field (blank), use a single dollar (\$) sign in the first position.**

Generally the Data Element Name (up to 20-digits) for the element to be corrected is printed here, e.g., PCA, FUND, etc. If CALSTARS cannot determine a specific data element in error, it prints '(NO NAME)'.

4. ENTER THE ERROR CORRECTION TRANSACTIONS IN CALSTARS

Error corrections for accounting transactions on the Error File are entered on the Command C.3 Error Correction Entry. The error correction screen provides a number of capabilities to streamline the error correction process which include:

- ✧ Allows access by several persons concurrently.
- ✧ Allows multiple transactions to be corrected simultaneously.
- ✧ Optionally specifies which error to begin the correction process.
- ✧ Optionally restricts which errors may be edited and appear on the error activity and turnaround reports.

When an error correction transaction is keyed, the ENTER key pressed, and the correction is accepted, it is immediately moved to the error transaction file and may be viewed using the Recall screen. The next sequential transaction from the Error File will appear at the bottom of the screen. Twelve records will always appear on the screen until the end of the Error File is reached.

Several online edits occur for entries to this screen. The error messages are displayed at the bottom of the screen and the field for the Transaction ID that is in error is highlighted. The online edits are identified by three-digit alphanumeric codes. These are described in the Error Codes and Messages section of this volume.

Two or more persons in an agency can access the Error Correction Entry screen at the same time with minimal conflict. However, when two persons attempt to change the **same** record at about the **same** time, the **last entry is the one that is applied during the IEUP cycle.**

The following are steps for entering corrections in the Command C.3 screen:

- a) Select Command C.3 from the Master Menu. Refer to Exhibit II-4 through Exhibit II-5 for instructions on the error correction screen.
- b) Key Function **F** and press ENTER. If a specific transaction is desired as the first correction entry, key the Transaction ID or any portion thereof into the START WITH TRANS ID field before pressing ENTER. Refer to Exhibit II-5.
- c) Using the CFB800-3 or CFB800-2 report, match the transaction ID **and** the **error item** on the report with the one on the screen.
- d) Key as many corrections in the first screen as desired, but **press ENTER before scrolling** (F8) to the errors on the next screen. See Exhibit II-4 for examples.

- e) **If any transaction needs additional coding lines** for data item correction, use the "S" (Status) column next to the transaction ID and key an **I** (Insert) and press ENTER. Add Data Element Numbers or Names in each line as needed, key the new Correction value and press ENTER. Ignore unused lines that may have been inserted. **Do not key a Correction value *until* the additional line(s) are inserted for the transaction ID.**
- f) To enter group **GRnn** transactions, change the Sequence Number of one of the transactions in the Batch ID to **00000**. Key the Group Data Element and Correction value on that line, and press ENTER.

WARNING: Once a Sequence Number is changed to **00000** it cannot be changed to another value and the transaction cannot be copied through the Insert function.

- g) To edit and print **only** the error transactions with activity on the next day's CFB800-2 and CFB800-3 reports, key **N** as the RELEASE ALL TRANS indicator and press ENTER. *This can be done anytime during the day.* Key an **R** in the "S" column next to a transaction for release and editing if that transaction has no other activity coding. (This is not necessary for transactions in a "group" correction.)
- h) To delete a transaction type "Delete" or "Del" in the Data Element field and ENTER.
- i) To delete an entire batch, the sequence of the first transaction must be changed to "00000" and then type "Delete" or "Del" in the Data Element field and ENTER.

Navigating in Command C.3

Use the **F8** Key to *display successive* screens and the **F7** Key to *display previous* screens while using Function **F** (First Page) or **R** (Recall Corrected Transaction).

NOTE: After keying error correction entries, **always press the ENTER Key before scrolling to another screen.** The ENTER key may be pressed after each transaction, after several transactions, or when every record on the screen has been evaluated. If the F7 or F8 Key is pressed *before* using the ENTER Key, the edits will **not** be performed and the input on that screen will be lost and those error correction entries will **not** be recorded and saved.

EXHIBIT II-4 SAMPLE ERROR CORRECTION SCREENS

The following is an example of the online error correction screen as it might appear after Function **F** is entered *and before* keying any error corrections.

```

9990 C.3: Error Correction Entry                                10-22-2009 02:06 PM

FUNCTION:___ (F=FIRST PAGE, P=PRT ERROR ACTIVITY, R=RECALL CORRECTED TRANS)

S(STATUS) VALUES : (I=INSERT, R=RELEASE, X=MOVE TO RECALL, BLANK)
START WITH TRANS ID: _____ RELEASE ALL TRANS : Y
S  TRANSACTION ID      DATA ELEMENT      CORRECTION
-----
- 20091017 04 391 00025 0
- 20091018 03 445 00001 0 VENDOR NO
- 20091018 03 446 00001 0 PCA
- 20091018 07 447 00001 0
- 20091018 07 448 00001 0
- 20091022 02 466 00004 0
- 20091022 03 467 00005 0 FFY
- 20091022 03 477 00006 0 PCA
- 20091022 01 481 00012 0 APPN SYMBOL
- 20091022 01 481 00013 0 APPN SYMBOL
- 20091022 01 481 00014 0 APPN SYMBOL
- 20091022 01 481 00015 0 APPN SYMBOL

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help  Retrn Quit                      Bkwrđ Frwrđ                      Main

```

The following screen is an example of how the online error correction screen might look *after* keying error correction transactions *and before* pressing the ENTER key. Data Element Numbers or Names can be used interchangeably. Also, no correcting data element was determined by CALSTARS for the first transaction. The correction to this transaction required additional data correction lines for each of the required data elements to be corrected. Additional lines were created by using **I** in the status column. No action was taken on the two transactions in the middle of the screen; one transaction was transferred to the Recall Screen with no action (Status **X**); and no action was taken on the last two transactions, which were moved off the screen when the insert **I** was done.

```

9990 C.3: Error Correction Entry                                10-22-2009 02:19 PM

FUNCTION:___ (F=FIRST PAGE, P=PRT ERROR ACTIVITY, R=RECALL CORRECTED TRANS)

S(STATUS) VALUES : (I=INSERT,R=RELEASE, X=MOVE TO RECALL, BLANK)
START WITH TRANS ID: _____ RELEASE ALL TRANS : Y
S  TRANSACTION ID      DATA ELEMENT      CORRECTION
-----
- 20091017 04 391 00025 0 APPN SYMBOL      101
- 20091017 04 391 00025 0 FS                S
- 20091017 04 391 00025 0 FUND              0492
- 20091018 03 445 00001 0 35                000001334701
- 20091018 03 446 00001 0 PCA                20969
- 20091018 07 447 00001 0
- 20091018 07 448 00001 0
X 20091022 02 466 00004 0
- 20091022 03 467 00005 0 FFY                2009
- 20091022 03 477 00000 0 GR30              20511103
- 20091022 01 481 00012 0 APPN SYMBOL
- 20091022 01 481 00013 0 APPN SYMBOL

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help  Retrn Quit                      Bkwrđ Frwrđ                      Main

```

EXHIBIT II-4 (Continued)
SAMPLE ERROR CORRECTION SCREENS

The following screen is accessed by keying Function **R** - Recall Corrected Transactions. This screen displays error correction transactions that have had some entry in the "S" (Status), Data Element No/Name or Data Element Value columns.

```

9990 C.3: Error Correction Recall                                10-22-2009 02:19 PM

FUNCTION:___(F=FIRST PAGE, P=PRT ERROR ACTIVITY, R=RETURN TO ERROR CORRECTION)

S(STATUS) VALUES      : (B=MOVE BACK-START, C=CHANGE, I=INSERT,R=RELEASE)
START WITH TRANS ID: _____ RELEASE ALL TRANS : Y
S   TRANSACTION ID      DATA ELEMENT      CORRECTION
-----
- 20091017 04 391 00025 0 APPN SYMBOL      101
- 20091017 04 391 00025 0 FS                S
- 20091017 04 391 00025 0 FUND              0492
- 20091018 03 445 00001 0 35                000001334701
- 20091018 03 446 00001 0 PCA               20969
X 20091022 02 486 00004 0
- 20091022 03 467 00005 0 FFY              2009
- 20091022 03 477 00000 0 GR30             20511103

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                      Bkwrdr Frwrdr                      Main
  
```

EXHIBIT II-5
ERROR CORRECTION SCREEN FUNCTIONS AND FIELDS

ITEM	DESCRIPTION						
Function	<p>Enter a Function:</p> <p>F - First Page After selecting Command C.3, Function F displays the first 12 transactions on the Error File on the screen. Can also be used with 'START WITH TRANS ID' to place the selected record to the top of the screen.</p> <p>P - Prt Error Activity Prints all Error File records online that have activity during that processing day. The report is titled Online Error Correction Activity (CSO541) (Exhibit II-6). It is loaded to ROPES queue "BPRT" soon after pressing ENTER. It prints on the agency's printer as soon as the printer is started from Master Menu Command G.4. This report allows you to verify the Error File activity for the day and compare it to the CFB800-3 Report for completeness.</p> <p>R - Recall Corrected Trans From the Error Correction Entry Screen, switches to the Error Correction Recall Screen. The Recall Screen displays records that have activity (entry in the Status, Data Element or Correction columns). Any or all of a Transaction ID entered in the START WITH TRANS ID field together with an F in the function field starts the recall with the specified Transaction ID.</p> <p>R - Return to Error Correction From the Error Correction Recall Screen, returns to the Error Correction Entry Screen.</p>						
Start With Trans ID	<p>Ignore or enter Transaction ID. Allows input of up to 23 characters and spaces of a Transaction ID with Function F. After ENTER is pressed, the top record on the screen will be the Transaction ID entered. If the entered Transaction ID is not in the Error File, the next sequential record will be displayed as the top record. Page forward or backward using the F8 or F7 keys. If fewer than 23 characters and spaces are entered, the first record displayed will be the first Error File record matching those characters or the next higher sequential Error File record.</p>						
Release All Trans	<p>Leave at default (Y) or change to N if appropriate.</p> <p>Y - Yes Releases all Error File records for processing in the next IEUP cycle.</p> <p>N - No Restrict the transaction edits to those errors with Status (S) code 'R' keyed and display only these and the new errors from the next IEUP on the CFB800-2 and CFB800-3 reports. <i>The 'N' indicator automatically resets to Y during the next IEUP cycle.</i> If set to N, a positive action must be taken to release each Error File record for processing. That action may be:</p> <table data-bbox="597 1381 1425 1501"> <tr> <th><u>S (status)</u></th><th><u>ACTION</u></th></tr> <tr> <td>R</td><td>Release to the next IEUP cycle</td></tr> <tr> <td>(blank)</td><td>An entry in the Data Element No/Name and/or Data Element Value column(s) releases the transaction to the next IEUP cycle.</td></tr> </table>	<u>S (status)</u>	<u>ACTION</u>	R	Release to the next IEUP cycle	(blank)	An entry in the Data Element No/Name and/or Data Element Value column(s) releases the transaction to the next IEUP cycle.
<u>S (status)</u>	<u>ACTION</u>						
R	Release to the next IEUP cycle						
(blank)	An entry in the Data Element No/Name and/or Data Element Value column(s) releases the transaction to the next IEUP cycle.						
S (Status)	<p>Enter one of the following codes if appropriate.</p> <p>B - Move Back-Start - Transfers an individual transaction on the Recall Screen to the Error Correction Entry screen. Also blanks out any entry in the Data Element and Correction columns. It does not delete the Transaction ID from the Error File.</p> <p>C - Change - Changes the Data Element or Correction columns in a previously entered Error Correction transaction. The new data replaces the existing information when the Enter key is pressed. This entry is made from the Recall screen.</p> <p style="text-align: right;">(Continued)</p>						

EXHIBIT II-5 (Continued)
ERROR CORRECTION SCREEN FUNCTIONS AND FIELDS

ITEM	DESCRIPTION
S (Status) (Continued)	<p>I - Insert - Duplicates the Transaction ID on the line immediately under the indicated record. This allows correction of multiple fields in a transaction on the Error File. The Data Element and Correction value fields are not repeated. This entry can be made from either screen.</p> <p>NOTE: The I (Insert) code is not operative from the bottom (12th) record on either screen. If that record must be duplicated, first press ENTER to process any transactions on the screen. If that does not bring the transaction up, press F8. When F8 is pressed, the last record on the preceding screen appears as the top record on the subsequent screen.</p> <p>R - Release - Releases an individual Error File record to the next IEUP processing cycle when the 'RELEASE ALL TRANS' field is set to N. You cannot release any individual Error File record when the 'RELEASE ALL TRANS' field is set to Y. This entry may be made from either screen. After ENTER is pressed only the Transaction ID and the R is displayed on the Recall Screen.</p> <p>X - Move Flag - Transfers an individual Error File record to the Recall Screen without deleting it from the Error File. This entry is made from the initial screen. After ENTER is pressed only the Transaction ID and the X is displayed on the Recall Screen.</p>
Transaction ID	<p>This column contains the last 23 digits and spaces of the Transaction ID item of the Error File record. The only change allowed in this column is to the Sequence Number. These may be changed to zeros (00000) for Batch Header (H) and Group level (G) corrections.</p> <p>A Batch (B) correction must be made to an existing Batch level Transaction ID (00000). The Detail Transaction ID cannot be modified to make a (B) Batch Header correction. The correct Sequence Number must be used for detail corrections. A Detail Transaction ID cannot be changed to a different detail Transaction ID.</p>
Data Element (Name or Number)	<p>Enter the Data Element Name or Number. This column may initially contain data or be blank. If CALSTARS can determine the data element field in error, the Data Element Name is displayed. The initial Data Element Name may be used or changed by over-keying if another data element is the actual cause of the error. See Chapter III, Exhibit III-1 for the Correction Element Names.</p> <p>If the transaction is to be deleted from the Error File, key the word DELETE or DEL in this column.</p>
Correction	<p>Enter the Correction value. This column is initially blank. When the Correction value is entered, it is edited against the Statewide Data Error Correction Element Table (D52) for the correct length. Certain fields can be less than the stated field length, such as Vendor Name or Address. The remainder are fixed length and must have a character in each position. Refer to Chapter III, Exhibit III-1 for the maximum or fixed length of each Correction field.</p> <p>To delete (blank) a Correction value from a transaction, key a single dollar sign (\$) in the left-hand position of this column. When a Data Element (Name or Number) is present, a Correction value must be entered to correct the error. The exception is DELETE or DEL, which requires the Correction value to be blank.</p>

5. VERIFY THE ERROR CORRECTION ACTIVITIES

- a) Enter Function **R** on the error correction screen at anytime **after** an error correction is keyed and the ENTER key is pressed to see all error correction activities for the current day. These may be scrolled using the F8 and F7 keys.
- b) If **any transaction needs further change**, use the "S" (Status) column next to the transaction and key a **C**, make changes and press ENTER.
- c) If **any transaction needs to remain unchanged** (unedited), it may be moved **back** to the initial error correction screen by keying **B** in the "S" (Status) column and pressing ENTER. (The Data Element *and* any Correction value will be blanked out in the process.)
- d) If **any transaction needs additional coding lines** for data item correction, use the "S" (Status) column next to the transaction and key an **I**, add Data Element Numbers or Names in each line as needed, key the new Correction value and press ENTER. Ignore unused lines that were inserted.

The following steps are optional, but highly recommended

- e) When all error correction transactions are complete, enter Function **P** to print a copy of the Online Error Correction Activity Report (CSO541-1) to verify and document the input. See Exhibit II-6 for a sample of Report CSO541.
- f) Compare the CSO541-1 report to the CFB800-3 (or the CFB800-2, if CFB800-3 is not used) to confirm all corrective postings were keyed correctly.
- g) If needed, return to Command C.3 and repeat items a) to d) to make any additional changes or corrections.

EXHIBIT II-6

CS0541-1 *****
 CALSTARS
 03/24/2008 (14:44) *****

PRODUCTION PARALLEL TEST ORG
 ONLINE ERROR CORRECTION ACTIVITY
 REPORT

***** ORG NUMBER: 9990
 ORG PAGE: 1
 RUN PAGE: 1

STATUS	TRANSACTION ID	DATA ELEMENT	CORRECTION
-----	-----	-----	-----
RELEASE	20071026 LA 998 00001 0		
X	20071026 LA 998 00002 0		
DELETE	20071206 03 300 00001 0	DEL	
	20071206 03 300 00002 0	TRANS CODE	240
	20071206 03 300 00002 1	TRANS CODE	242
	20071206 03 300 00003 0	TRANS CODE	231

6. THE NEXT DAY, REVIEW THE PRIOR DAY'S ERROR CORRECTION ACTIVITY

Error correction transactions entered from Command C.3 are written to an error maintenance file during the day. After the system is closed at the end of the day, the input edit update process (IEUP) replaces the original input data items with data items from the error maintenance file. **After nightly table maintenance is completed**, the revised accounting transactions (and 'released' untouched errors) are run through the nightly IEUP process and the transactions undergo editing again. Transactions successfully passing the edits are written to the CALSTARS master files. Transactions failing the edits are written to the Error File and will appear on the error activity report with any error maintenance changes. Transactions that do not receive maintenance will remain on the error file and will continue to undergo the nightly IEUP process until some action is taken to correct the problem, or maintenance is performed to delete the transaction.

Perform the following steps the next day:

- a) Review the Error Correction Report - Activity Report (CFB200-1) to verify that all corrections posted successfully (no error messages). Note any errors and document the needed action. Post the action on the CFB800-2 report, if any corrections are needed for the CFB200-1 report. See Exhibit II-7 for a sample of Report CFB200-1.
- b) Review the CFB800-2 report to determine if any previously edited transactions remain on the Error File. If "yes", return to Step 1.
- c) Review the Error Correction Report - Detail of Records Deleted (CFB200-3) to determine if all deleted transactions were appropriate and if further action was taken, i.e., reenter a transaction in a new batch. See Exhibit II-8 for a sample of Report CFB200-3.

EXHIBIT II-7

CFB200-1 9990 (DEST: A1 CTL1) *****
 CALSTARS

DEPARTMENT OF AIR QUALITY
 ERROR CORRECTION ACTIVITY

***** ORG NUMBER: 9990
 REPORT ORG PAGE: 1
 RUN PAGE: 72

DATA TYPE	TRANSACTION ID	DATA ELEMENT	CORRECTION	ERROR MESSAGES
-	-----	-----	-----	-----
C	20081024 01 050 00001 0	FFY	2009	
C	20091008 01 101 00001 0	RELEASE		
C	20091008 01 102 00002 0	RELEASE		
C	20091008 01 103 00003 0	RELEASE		
C	20091008 01 104 00004 0	RELEASE		
C	20091015 01 100 00005 0	44	W	
C	20081016 01 200 00000 0	03	20091020	
C	20091020 01 301 00001 0	38	10202009	
C	20091021 01 102 00002 0	RELEASE		
C	20091021 01 203 00003 0	RELEASE		
C	20091021 01 504 00004 0	RELEASE		
C	20091021 01 600 00005 0	20	0001	

EXHIBIT II-8

CFB200-3 9990 (DEST: D1 CTP2) *****	DEPARTMENT OF AIR QUALITY	*****	ORG NUMBER:	9990
CALSTARS	ERROR CORRECTION DELETED RECORDS	REPORT	ORG PAGE:	2
10/13/2009 (06.00) *****			RUN PAGE:	11

TRANSACTION ID	AMOUNT
-----	-----
20090929 WA 999 00001 0	50.00
20091201 01 106 00000 0	20.00
20091201 01 106 00001 0	20.00